

# VACANCY ANNOUNCEMENT

## VA Palo Alto Health Care System

### THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

<b>Vacancy Annc No.</b> <b>04-273(NM)</b>		<b>Opening Date</b> <b>09/07/04</b>	<b>Closing Date</b> <b>9/27/04</b>	<b>U.S. Citizenship Required</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
<b># Posns</b> One	<b>Position Title</b> Dietitian	<b>PD Number</b> GS-7 2498A GS-9 2454A GS-11 2453A	<b>Pay Plan, Series, Grade</b> GS-630-7 (Target GS-9/11) or GS-630-9 (Target GS-11) or GS-630-11	
<b>Service</b> Nutrition and Food Service		<b>Promotion Potential</b> GS-9/11	<b>Salary Range</b> \$38,275 - \$71,265 Per Annum	
<b>Duty Station</b> Palo Alto, CA		<b>Tour of Duty</b> Monday – Friday, 8:00am – 4:30pm		
<b>Work Schedule</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ _____ hrs/wk		<b>Subject to Bargaining Unit</b> <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days	<b>Subject to Supervisory Probationary Period</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)	
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE _____ <input type="checkbox"/> Term NTE _____		<b>Subject to Drug Testing</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)	<b>Physical or Medical Examination Required</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)	
<b>Travel and/or relocation expenses</b> <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> are not authorized		<b>Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.</b>		
		<b>Relocation bonus</b> <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	<b>Recruitment bonus</b> <input type="checkbox"/> may be authorized <input checked="" type="checkbox"/> is not authorized	
<b>Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY'</b> <input checked="" type="checkbox"/> PUBLIC - All interested and qualified candidates. NOTES: Position(s) are in the Excepted Service and will be filled under Title 38 U.S.C. U.S. Citizenship is required. If applicable, non-citizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary of Health.				
<b>Point of Contact</b> - Inquiries should be directed to the following individual at (650) 858-3951. <b>Nenita Mazariego, Human Resources Specialist</b>				
<b>REASONABLE ACCOMMODATION</b>				
This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
<b>THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT</b>				

**DUTIES:** Serves as a clinical dietitian and is responsible for providing medical nutrition therapy, patient education, and diet communication functions, as well as dietetic intern education program in an 800+ bed acute care facility, which is affiliated with Stanford University and California State University at San Jose. Incumbent provides nutritional care services to patients with multiple diagnoses, including diabetes, liver disorders, alcoholism, renal failure, psychological disorders, cardiac disease, carcinoma, malnutrition and post surgical recovery. Other specialized services include the Nutrition Support Team, Hospital Based Primary Care, Hospital Based Home Care for Spinal Cord patients, Community Care Programs, Long Term Care, Sub-Acute, Hospice, Respite, Post Traumatic Stress Disorder, Domiciliary, Alcohol and Drug Rehabilitation, Western Regional Blind Center, Spinal Cord Injury, and Cardiac Rehabilitation. Conducts nursing home and residential care program inspections and provide outpatient nutrition education programs. In the absence of the supervisor, may serve as Acting Chief, Clinical Dietitian and in this capacity, maintains full responsibility and authority to make decisions and take required actions, as necessary. May be required to travel to all divisions to provide medical nutritional therapy on an as needed basis. Works on an interdisciplinary health care team to provide food and nutrition services and expertise. Deals with health care as it is affected by food and nutrients within the context of the social, economic, cultural and psychological factors to the patient's food and eating habits. Performs a variety of duties concerned with therapeutic diets of individuals or groups of patients, home care and community clients. Assesses nutritional needs and nutritional status of individuals or groups of patients within the facility or served by outpatient care programs. Provides nutrition assessment and care for in patient, home care and community clients. Assesses nutritional needs and nutritional status of individuals through analysis of patient histories and various tests. Develops and assesses effectiveness of general and specialized diets and nutrition care plans. Counsels individuals and health care providers of using nutrition techniques to meet therapeutic goals. Plans, delivers, and evaluates nutrition education for patients and family caregivers. Develops and updates nutritional care manuals and guidance for health care staff dealing with patients with specialized needs. Acts as clinical instructor for dietetic interns. Identifies food preferences and tolerances, screens patient nutrition needs indications and compares to criteria to identify indicators of nutritional risk. Identifies patient acceptance of diet and daily intake. Coordinates mealtime activities to assist

food service workers in delivering correct meals to individual patients. Maintains database of patient nutrition profiles and menu choices. Performs professional or technical work in a clinical, testing, or research environment.

**QUALIFICATION REQUIREMENTS: BASIC REQUIREMENTS:** Successful completion of a full four-year course of study in an accredited college or university, leading to a bachelor's or higher degree in dietetics, food nutrition, food service management, institution management, or related science. For dietitian positions, the curriculum must have been in accordance with the qualifying requirements established by the American Dietetic Association (ADA) in effect at the time of graduation. All applicants must be registered with the Commission on Dietetic Registration, credentialing branch of the American Dietetic Association.

**ADDITIONAL QUALIFICATION REQUIREMENTS:**

**GS-7 level,** applicants must possess one year of specialized experience equivalent to at least the GS-5 level.

**GS-9 level,** applicants must possess one year of specialized experience equivalent to at least the GS-7 level.

**GS-11 level,** applicants must possess one year of specialized experience equivalent to at least the GS-9 level.

**Specialized experience is** experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**SUBSTITUTION OF EDUCATION:** Completion of a coordinated undergraduate program, internship, or other clinical component approved by The American Dietetic Associate that was conducted as part of the undergraduate program, or after completion of the basic requirements for a baccalaureate degree, is qualifying at the grade GS-7 for dietitians or nutritionists. Applicants possessing professional registration as a Registered Dietitian meet the requirements for GS-7.

**VOLUNTEER EXPERIENCE:** Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

**BASIS OF RATING:** Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. Ability to communicate effectively in a health sciences environment.
2. Ability to deliver treatment and assess client progress.
3. Ability to research, analyze, and prepare written reports, and procedures.
4. Knowledge of program and project management concepts and methods.
5. Knowledge of the principles, concepts, and techniques of an allied health science or discipline.

**ADDITIONAL NOTES:**

- ◇ **Funds Availability:** The position being filled is subject to the availability of funds.
- ◇ **Additional Vacancies:** This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ **U.S. Citizenship:** If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ **Promotion Potential:** If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ **Time-In-Grade Requirement:** Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ **English Language Proficiency:** If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ **TB Skin Screen Test:** All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ **Physical / Medical Standards:** If applicable, candidates will be required to pass a physical examination.
- ◇ **Drug Testing Position:** All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ **Direct Deposit / Electronic Funds Transfer:** It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

**HOW TO APPLY: All eligible Candidates Must Submit:**

1. VA Form 10-2850c – Application for Associated Health Occupations
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.

3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. College Transcripts – You must submit a copy of transcripts.
7. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

**APPLICATIONS SHOULD BE MAILED TO:**

VA Palo Alto Health Care System  
Human Resources Management Service (05A)  
3801 Miranda Avenue  
Palo Alto, CA 94304